

FUTUREPROOF

KEY EXHIBITOR DATES

FUTURE PROOF CITYWIDE 2025

BRAND ASSETS

JANUARY 3

Submit/ Confirm Logos with Future Proof (Color, Black, White PNG, and EPS/AI)

**If you have partnered with Future Proof in the past, we have your logos on file & have emailed them to you to confirm they are up to date. If you are new to Future Proof OR your logos have changed, please submit here: [Future Proof Citywide Logo Collection Form](#)*

ACCOMMODATIONS

FEBRUARY 24

Housing Site Closes

**[Book your stay here!](#) Please review the cancellation policy first.*

REGISTRATION

FEBRUARY 14

Register Passes

**Please refer to your Welcome Email for your unique registration link.*

**Passes must be registered AND the pre-event process completed by Friday, February 21.*

EXHIBIT SPACE (Required)

DECEMBER 23

Submit Activation Plans

**Activation plans are a simple list of everything you plan on doing in your exhibit space and can be emailed directly to our production partners. (Imgrandi@aol.com , melina.sajous2@gmail.com).*

JANUARY 10

[Exhibitor Form](#) Due

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EXHIBIT ART

[*See Exhibit Specifications Page for more details.](#)

JANUARY 10

- 10x10' Exhibit Wall Art Due

January 24

- 10x20' Exhibit Wall Art Due
- 20x20' Exhibit Wall Art Due (optional)
- 20x20'+ Booths Only - Gable Art Due (optional)

EXHIBIT ADD-ONS (Optional)

The following items are optional exhibit upgrades to enhance your exhibit space.

JANUARY 10

- Power Order Due
- Labor Order Due
- Internet Order Due

FEBRUARY 14

- A/V Order Due
- Furniture Order Due
- Catering & Bar Services Order Due

**All liquor & catering must be provided by our vendor, no outside alcohol or caterers are permitted.*

MARCH 3

Entertainment Orders Due (Talent & Game Rentals)

CUSTOM BUILD EXHIBITS

DECEMBER 9

Trussing Order Due

DECEMBER 13

- Submit Activation Plans
- Submit Technical Drawings

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**For any fabricated, structural, or trussing elements for inclusion with permit sets, which LMG will manage & submit. Please note, that plans subject to permitting will incur permitting & inspection costs.*

JANUARY 6

Specialty Rental Requests Due (furniture, decor, foliage, flooring)

**Applies for custom/ specialty items outside of the standard offerings available*

SHIPPING

This applies if you are shipping items to the Advanced Warehouse (VERY STRONGLY recommended as you will not be able to access event grounds with a personal vehicle). Please note that direct to show site shipping is not available for Future Proof Citywide.

FEBRUARY 3

[Inventory Form](#) Due

Advanced Shipments may begin arriving to the Advanced Warehouse

MARCH 7

Last day for shipments to arrive at the Advanced Warehouse

**Shipments that arrive after this date will incur [late fees](#)*

EXHIBITOR APPOINTED CONTRACTORS

If you are using a Future Proof preferred vendor you do not need to complete these steps. The following applies to those working with vendors outside of the Future Proof Preferred Vendors List.

DECEMBER 23

[Complete EAC Application](#) - Custom Exhibit & Fabrication Vendors

JANUARY 15

[Complete EAC Application](#) - Rentals, Decor, Entertainment Vendors

**This due date only applies to vendors who are not producing a custom exhibit structure. IF producing a custom structure the EAC Application must be completed by December 23.*

JANUARY 30

Submit EAC Certificate of Insurance

FEBRUARY 7

Last Day to Purchase & Register EAC Passes